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CLUX GRANTS: HOW TO CORRECTLY REPORT BLENDED FUNDING

**Texas Juvenile Probation Commission,
Research & Statistics Division**

2010 Data Coordinator's Conference
Austin, TX

AGENDA

- Resources to help you.
- Overview of reporting requirements and deadlines.
- Important things to remember in sending your CLUX grant information.
- What to do with blended funding.
- Sending your SAP to TJPC.
- Answer Questions




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RESOURCES, REPORTING REQUIREMENTS AND DEADLINES, THINGS TO REMEMBER

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RESOURCES TO HELP IN REPORTING

- Use the instruction manual for assistance. It lists each step in detail. 
- Call the TJPC Research staff member assigned to your department.
- CASEWORKER help desk: 512-424-6724



REPORTING REQUIREMENTS

- 81st Legislature requires new reporting mandates for juveniles served with Grants C, L, U, and X (CLUX).
- Need information on Supervisions, Non-Residential Services, Programs, Placements, Behavioral Health Referrals, Drug Tests paid with any of the grants above.
- Information to include (SAP report):
 - Juvenile's Name
 - PID Number
 - Referral Number associated with the service/program/supervision/placement/behavioral health referral/drug test
 - Funded service/program/placement (program code or name)
 - Funding source (e.g. which grant did you use)
 - Funding source description **if blended funding is used (include %)**
 - Begin Date/Service Date
 - HQ County Number



REPORTING DEADLINES

- Report each quarter.
- Report juveniles served w/CLUX *year-to-date*.

FY2010 Quarter	End of Quarter Date	CASEWORKER Data Entry Deadline*	SAP Reports Due Date
1Q2010	Nov 30, 2009	Dec 31	Jan 1, 2010
2Q2010	Feb 28, 2010	Mar 31	Apr 1, 2010
3Q2010	May 31, 2010	June 30	Jul 1, 2010
4Q2010	Aug 31, 2010	Sept 30	Oct 1, 2010

Not all departments need to submit a Sneak-A-Peek.

1. Map funding sources & non-residential services to TJPC's categories.
2. Enter funding source information in each juvenile record.

The deadline ensures TJPC receives information via the next monthly extract.

IMPORTANT THINGS TO REMEMBER

- Always report year-to-date (includes SAP reports).
- Map funding source information in Caseworker for current *and* previous quarters.
 1. Assign a TJPC category for all active funding sources. Go to Administration – Codes – Funding Sources.
 2. Enter funding source information in every appropriate juvenile record.
- A sneak-a-peek (SAP) report is required IF your department hired staff using a CLUX grant OR your department blended a CLUX grant with another funding source. Basically this is an Excel file listing the juvenile information for those served by CLUX grants.

*Example of naming format for SAP reports: 100Q4PLC

HQ County Number / Quarter 1,2,3,4 / Service Type Abbreviation



IMPORTANT THINGS TO REMEMBER

- Include **all** required fields in each SAP report you are sending.

*Name, PID, Referral Number, Service/Program/Placement, Start Date, Funding Source, HQ County Number, Funding Source Description (% if blended)

- If you are emailing a SAP report, DO NOT forget to password-protect the file and to notify TJPC research staff of the password you used.
- Notify TJPC research staff if your department had no CLUX grant expenditures for the current quarter.
- Communication is key.
- We are here to help!



BLENDING FUNDING

❖ Placements

❖ Programs

❖ Salaries

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PLACEMENTS & BLENDED FUNDING:

PER DAY COST VS. ENTIRE PLACEMENT PERIOD

Blended Funds Pay a Per Day Cost

- A facility's cost per day is \$98.
- Grant L pays a cost per day of \$95.
- Dept uses Grant C to make up the \$3 difference.
- Requires SAP.

Blended Funds Pay an Entire Placement Period

- Dept uses Grant C to pay for a child's placement from June 1, 2009 to Nov. 30, 2009.
- Starting Dec 1, 2009 Dept uses Grant H to pay for another 3 months.
- No SAP required.



PLACEMENTS AND BLENDED FUNDING: PER DAY COST BLENDING

I) Add a new Funding Source in **CASEWORKER.**

(Administration, Codes, Funding Sources)

BL + first letter of
the CLUX grant that
pays the greatest
proportion of the
expenditure.

If the grant paying
the greatest
proportion is NOT a
CLUX grant, select
the first letter of the
appropriate CLUX
grant anyway
because these take
priority for
reporting purposes.



New Code

Value: BLL Status: ACTIVE

Description: Blended-Grants L & C

Category: SECURE FELONY PLACEMENT GRANT

Buttons: Save, Close, Delete

Choose the CLUX grant that
accounts for the greatest
proportion of the expenditure.

If the grant paying the greatest
proportion is NOT a
CLUX grant,
select the appropriate CLUX
grant anyway because these take
priority for reporting purposes.

PLACEMENTS AND BLENDED FUNDING: PER DAY COST BLENDING

- II) Enter funding source information in **each** juvenile's placement record whose placement was funded using per day cost blending.
- III) Create a Placement SAP, open it in Excel, and keep only those records with blended funding.
- IV) Create column titled 'Funding Source Description' and indicate the **exact** expenditure breakdown by grant. Add the HQ County Number in the last blank column.
- V) Send SAP to TJPC research staff.

	A	B	C	D	E	F	G
1	Name (PID Number)	PIDNumber	RefNumber	PlcDateIn	PlcFundSrc	FundingSourceDescription	HQCOUNTYNUMBER
2	AIKMAN JR., TROY GEORGE (157)	157	9001315	12/25/2009	BLL	Grant L=\$95 /Grant C = \$3	255
3							
4							



PLACEMENTS AND BLENDED FUNDING:

ENTIRE PLACEMENT PERIOD BLENDING

- In the juvenile's placement record, enter the date the placement began and the funding source.
- When the first funding source runs out, close out the placement with the code: "Changed Facilities/Cost Per Day Changed/Changed Level of Care."
- Create a new placement record with the start date being THE FOLLOWING DAY after the previously closed record. Select the new funding source.
- A **SAP is not required** if the funding source information is entered by the CASEWORKER data entry deadline.



PROGRAMS AND BLENDED FUNDING

- Use same steps as placement per day cost blending.
 - I. Add new funding source.
 - II. Enter new blended funding source in each juvenile's program record.
 - III. Create a program SAP, open in Excel and keep only records with blended funding.
 - IV. Create a column titled "Funding Source Description" and indicate **proportional** breakdown by grant (Ex: C = 50% / X = 50%). Add the HQ County Number in the last blank column.
 - V. Send SAP to TJPC research staff.



PROGRAMS AND BLENDED FUNDING

- Alternative: record the blended funds in the program name.
 - Administration – Codes – Programs
 - In the description, rename the program in a way that identifies which grant is paying for it.
 - Example 'C & U – Why Try'
- You **MUST** notify TJPC research staff of this special situation (which program uses blended funding, proportional breakdown, etc.)
- **Be careful!** If you choose this method and changes occur between or within quarters, you will need to change program description again, and notify TJPC...again.



PROGRAMS AND BLENDED FUNDING

- Changing the funding source of a program prior to completion of the program from a CLUX grant to:

Another CLUX grant



- I) Close out program record
- II) Select 'F' as Program Outcome
- III) Begin a new program record
(Start Date should be the following day)
- IV) Select the new Funding Source

A non-CLUX grant



Leave the funding source as it is.



SUPERVISIONS AND BLENDED FUNDING: FUNDING A PORTION OF A SALARY

- Can also occur for program and other staff hired who directly serve youth.
- No funding source field in supervision tab requires a SAP for all situations (blended and non-blended) in which supervision officers are hired using CLUX grants.
- Create a supervision SAP, open in Excel and keep only juveniles supervised by the officer whose salary is funded using a CLUX grant.
- Under Funding Source Description column indicate the proportional breakdown of each grant used to pay the salary.
- Send SAP to TJPC research staff.

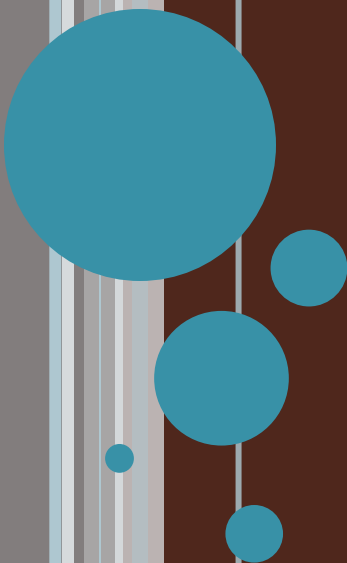


SUPERVISIONS AND BLENDED FUNDING: FUNDING A PORTION OF A SALARY

- **IMPORTANT NOTE:** Double-check that you don't delete a juvenile record that should be counted! This is likely to happen if the juvenile switched officers *after* having been supervised by the newly hired person. A SAP will only provide the name of the most *current* supervising officer.



SENDING FILES To TJPC



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SENDING YOUR SNEAK-A-PEEK TO TJPC VIA THE INTERNET

- Not for Windows Vista users.
- **Save the CW5SENDF.TXT File**
 - ❖ The CW5SENDF.TXT file contains a program to automatically encrypt and email your files to TJPC.
 - ❖ After you've saved the file in each computer that will transfer CSV files to TJPC, you do not need to do this step again. However, you do need to save again after updating Caseworker.
 - ❖ The file can be found at the following Website:
<http://www.tjpc.state.tx.us/statistics/ReportingRequirements.htm>
 - ❖ Right click on the link 'Download the CW5SENDF.TXT' and continue to save file in your Caseworker directory.
(C:\ProgramFiles\CASEWORKER5)
 - ❖ In the File Name box enter: CW5SENDF.**BAT**



SENDING YOUR SNEAK-A-PEEK TO TJPC VIA THE INTERNET

- Access the DOS prompt: Start → Run → enter 'cmd' (click OK)
- Using the DOS Command Window, this process consists of three steps:
 - 1) Identify the program directory where your SAP file is located. To do this enter cd\program files\CASEWORKER5 then hit enter.
 - 2) Identify the file name that you want to send. To do this enter: CW5SEPDF ### xxxxxxxx then hit enter. DO NOT enter the .CSV extension in the file name. [### = HQ County Number XXXXXXXXX = File Name]
 - 3) Confirm Y when asked if you want to proceed.
- Repeat this process for *each additional file* you are sending to TJPC.

*You may only send one file at a time using this process.



SENDING YOUR SNEAK-A-PEEK TO TJPC VIA EMAIL

- If for some reason you are unable to send the SAP via the Internet, you may email your files to TJPC staff assigned to your department.

*<http://www.tjpc.state.tx.us/statistics/ResearchAssignments.pdf>

- It is **VERY** important to password protect all files that you send via email.



SENDING YOUR SNEAK-A-PEEK TO TJPC VIA EMAIL

- The following links explain how to encrypt (password protect) an Excel file:

Excel 2007: <http://techblissonline.com/encrypt-password-protect-lock-files-excel-2007/>

Excel 2003: <http://www.wikihow.com/Password-Protect-a-Microsoft-Excel-2003-Document>

IMPORTANT: *Please notify your TJPC contact of the password that you used!!*



QUESTIONS?

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